



# Abbey Gate College

Job Description & Person Specification	
Role	Head of English
Age-Range	11-18
Contract	Full-time, permanent
Start Date	April 2024 or September 2024
Salary	£33,890 - £50,415 per annum, dependent on the experience and qualifications of the successful candidate

## Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff do all that they can to help our students to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child’s individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

## Our Mission:

We are committed, within our safe and caring community, that each one of our students will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

## Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



### SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



### SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



### SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time to find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

### **The Post:**

We are seeking a caring, committed, and well-qualified Head of English to join our dedicated and experienced English Department, on a full-time, permanent basis. The role would ideally commence in April 2024; however, a later start of September 2024 may be considered.

The successful candidate will be a highly effective practitioner, with a passion for English and a proven track record of leading strong pupil engagement and progress in the subject. We welcome applications from current and aspiring heads of departments / middle-leaders.

The successful candidate will teach across the year groups in the Senior School.

### **The English Department:**

The English Department consists of one part-time member and four full-time members of staff, with a wealth of experience in teaching English Literature and English Language at GCSE and A Level. We work as a close team, sharing resources and supporting each other, to ensure that all our students are appropriately challenged in reading, writing, speaking, and listening skills. The English Department runs a variety of co-curricular activities across the year, including: theatre trips, book clubs, school report day, and a range of writing competitions. Our academic results are strong and above national average.

### **Curriculum Arrangements:**

Pupils have four 50-minute English lessons per week in Years 7 to 10 and five lessons in Year 11, following the Eduqas specification for GCSE. Pupils are grouped to best support their learning. Set sizes allow each pupil to work confidently and effectively at a suitable level and pace, with both an appropriate level of support and opportunities to explore the curriculum in greater detail. Class groups are determined by a holistic evaluation of each pupil's social, pastoral, and academic needs.

In the Sixth Form, pupils complete the A Level course with five 50-minute lessons per week in the Lower Sixth and six lessons per week in the Upper Sixth. We teach both A Level English Literature (OCR specification) and A Level English Language (AQA specification). The small set sizes allow for strong support and a personalised learning approach for every pupil. In addition, comprehensive support is provided to our pupils wishing to read English at university, including preparation for the Oxbridge entrance examinations, and interview practice.

## Key Responsibilities

- To act as the lead professional for the English Department, maintaining high standards of teaching and learning, and professional expectations;
- to teach consistently high-quality lessons, acting as a role model for colleagues;
- to lead, motivate, support, develop, and challenge, when necessary, colleagues within the English Department to ensure best possible outcomes for our pupils;
- to ensure curriculum planning and schemes of work meet the varying needs of our pupils and include a range of teaching and learning methods, including the use of ICT;
- to evaluate work undertaken by teams and individuals ensuring that there is clear delegation of tasks and devolution of responsibilities;
- to ensure strategic planning and day-to-day working practices support the mission, aims, ethos and standards of Abbey Gate College;
- to liaise with the Exams Officer and relevant colleagues to ensure pupils are entered appropriately for examinations;
- to ensure that data and assessment are used to promote high quality learning and inform interventions; and
- to liaise closely with middle and senior management, including heads of year and form tutors, regarding attainment, behaviour and attendance.

## Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Degree or equivalent.</li> </ul>	
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Successful track record of teaching English across all years in an 11-18 school.</li> <li>• Ability to teach A Level English Literature.</li> <li>• Proven experience of motivating and supporting colleagues.</li> <li>• Experience of working at a strategic level, including curriculum development and using data to drive improvement / interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach A Level English Language.</li> <li>• Previous experience as a head of department / middle-management role.</li> <li>• Experience of working on a whole-school initiative.</li> </ul>
<b>Personal Skills &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to lead a team and work as part of a team.</li> <li>• Caring, supportive, enthusiastic, innovative and creative, acting as a role model to colleagues and pupils.</li> <li>• Outstanding professional and personal qualities and the ability to remain calm under pressure.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Evidence of, and commitment to, continuous professional development.</li> <li>• Passionate about English, with the ability to inspire young people.</li> <li>• Excellent lesson planning and differentiation skills, being willing and able to adapt their teaching to suit the needs of our pupils.</li> <li>• Commitment to raising standards and continuously monitoring pupil progress.</li> <li>• Proficient in the use of ICT in the classroom, and confident in using new technologies to share and promote good practice.</li> </ul>	

## Salary:

£33,890 - £50,415, dependent upon the experience and qualifications of the successful candidate.

Abbey Gate College has a pay scale, comparable to and competitive with the national pay scale for teachers.

## Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure and online checks. **References for shortlisted candidates will be requested prior to interview**; please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

## Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

## Process for Applications:

- Closing date for applications: **Monday 29<sup>th</sup> January 2024 at 9.00am**

**Please note that shortlisted candidates will be contacted by email and phone.**

In order to apply for our Head of English vacancy, please either complete the TES online application form, or our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned via the TES website, or via email to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: [sue.moran@abbeygatecollege.co.uk](mailto:sue.moran@abbeygatecollege.co.uk) by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran. Please visit our website at [www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk) for more information about the College.